

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.03.09 EMPLOYMENT VERIFICATION



Adopted: 10/03/17
Reviewed: 12/10/20
Revised: 12/10/20

Approved:

A handwritten signature in black ink, appearing to read "Jan J. Park".

Purpose: To ensure Spokane County Fire District 8 and all employees and volunteers are compliant with all local, state, and federal employment laws.

References: Immigration Reform and Control Act of 1986, Fair Labor Standards Act of 1938, applicable laws from the Internal Revenue Service and Washington State Department of Labor and Industries

Procedure:

1. Pre-Employment.

a) The following items are required for pre-employment:

- i. Application.
- ii. Three-year Driver's Abstract.
- iii. Police Record.
- iv. Current Driver's License*.
- v. Written Test (when applicable).
- vi. Oral Interview Board
- vii. Practical Skills Exam (when applicable).
- viii. Candidate Physical Agility Test (CPAT) (when applicable).

2. Employment.

a) The following items are required for employment:

- i. Medical/Physical (when applicable).
- ii. Social Security Card*.
- iii. Copy of Current Driver's License
- iv. Completed Emergency Contact Card
- v. I-9 Form.
- vi. W-4 Form.
- vii. Work Agreement (when applicable).
- viii. Personal Gear Issuance Form.
- ix. Personnel Action Form.
- x. Completion of all applicable benefit forms.
- xi. Medical Insurance Enrollment (when applicable).
- xii. Dental Insurance Enrollment (when applicable).
- xiii. Life Insurance Enrollment (when applicable).
- xiv. PERS/LEOFF/BVFF Enrollment as applicable.
- xv.

** In cases where the original document is required, there may be delay in the employment process until the original or accepted document is provided.*

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3. After employment.

- a) The following items are required when the employee is a Fire or EMS responder:
 - i. HBV Series.
 - ii. TB Skin Test.
 - iii. EMS Certification. (when applicable).
 - iv. Fire Certification (when applicable).
 - v. Other required certificates or documents to fulfill the job requirements.

4. Other.

- a) There may be additional forms or documents required by the District. The Human Resource contact for any additional forms or documents is the Administrative Assistant.

5. Conclusion.

- a) Every attempt will be made to acquire the necessary forms or documents for District personnel. Failure to provide the necessary documentation may result in disciplinary action up to and including termination from the District. The District reserves the right to ascertain the need for additional required documentation based upon requirements of national or state law, District policy, and procedure or protocol.